



James E. McGreevey
Governor

Regena L. Thomas
Secretary of State

***GANG VIOLENCE PREVENTION* MINI-GRANT**

*An Initiative of the New Jersey Department of State, Martin Luther King, Jr. Commemorative Commission
and New Jersey Department of Law & Public Safety, Division of Criminal Justice*



GUIDELINES AND APPLICATION

**New Jersey Department of State, Martin Luther King, Jr. Commemorative Commission and the
New Jersey Department of Law and Public Safety, Division of Criminal Justice
V-Free Gang Violence Prevention Mini-Grant**

OVERVIEW

Dedicated to raising public awareness of Dr. Martin Luther King, Jr.'s teachings, ideals and philosophy and advancing the principles of empowerment, non-violence and personal responsibility, the New Jersey Department of State's Martin Luther King, Jr. Commemorative Commission has joined with the Department of Law and Public Safety's Division of Criminal Justice to address the growing concerns over issues of youth gang violence. Through this collaborative, interagency effort, a Gang Violence Prevention Mini-Grant Program was established to advance youth-focused initiatives and promote personal responsibility.

GANG VIOLENCE PREVENTION MINI-GRANT PROGRAM

The recent proliferation of youth gangs has fueled the public's fear. Recent reports estimate that there are more than 840,000 gang members active in the United States. Particularly alarming is the dramatic growth of active gang members in suburban and rural counties, which has seen an increase of twenty-nine percent. Moreover, gangs, particularly those from New York City, have a great effect on surrounding states like New Jersey. To address the mounting concern about gang violence amongst New Jersey's youth, the Martin Luther King, Jr. Commemorative Commission has partnered with the Division of Criminal Justice to establish the *Gang Violence Prevention Mini-Grant Program*. The *Gang Violence Prevention Mini-Grant Program* is designed to help students develop youth-focused gang violence prevention projects and activities. Any student or youth group, with the help of a teacher or advisor, can apply for a mini-grant. Funds are awarded in the amount of \$50 to a maximum of \$3,000.

ELIGIBLE APPLICANTS

ALL APPLICANTS:

- Must be between the ages of 13 and 24.
- Must have an adult advisor.
- Must be affiliated with an organization/agency with a **valid Federal Tax-Identification number**.
- Must comply with the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act of 1990, barring discrimination on the basis of race, color, national origin, gender, or disability.

GUIDELINES FOR RECEIVING FUNDS

1. All phases of the project **must be YOUTH driven**. Young people **must** be actively involved in the planning, implementation, and outcome of the project.
2. The project **must** address the issue of gang violence among New Jersey youth and help to decrease gang violence in a school and/or community.
3. The project **must be** completed no later than June 30, 2003, with final reports submitted by July 30, 2003. **No extensions will be granted.**

OVERVIEW OF APPLICATION PROCESS

All applicants **must use** the following forms to submit their mini-grant application. Applications not containing these forms will not be reviewed.

1. A ***Gang Violence Prevention Mini-Grant Cover Page*** that provides The Martin Luther King, Jr. Commemorative Commission with important information about the youth applicant and sponsoring organization. If awarded, the sponsoring agency will receive the *Gang Violence* Mini-Grant. For example, when the youth applicant is a student at a high school or middle school, the Board of Education would be the sponsoring organization. If the youth applicant is affiliated with a non-profit organization, then the non-profit organization, which holds the Federal Tax Identification number, would be the sponsoring organization. The Martin Luther King, Jr. Commemorative Commission would make the check payable to the Board of Education or the non-profit organization, respectively.
2. A ***Gang Violence Prevention Mini-Grant Narrative Form*** that provides the Martin Luther King, Jr. Commemorative Commission with a detailed description of the applicant's proposed project and its impact on participants.
3. A ***Gang Violence Prevention Mini-Grant Budget Form*** that provides the Martin Luther King, Jr. Commemorative Commission with a breakdown of all items that will be purchased with mini-grant funds.

Note: Equipment cannot be purchased, but can be rented to accomplish your project.

GRANT EVALUATION

All applications are reviewed utilizing a multi-level evaluation process that includes an initial staff review for completeness, which is followed by a formal review by the V-Free Grant Committee.

In addition, **a final report along with original receipts** must be mailed to the Martin Luther King, Jr. Commemorative Commission no later than **30 days** after the project ends. A final report form will be sent to you one month prior to the project completion date. A copy of the form is also available on our Web Site at **www.njmlkcommission.com**.

THE GRANT PAYMENT PROCESS

When a grant is awarded, a contract is made between the organization receiving the grant and the New Jersey Department of State, Martin Luther King, Jr. Commemorative Commission. Once approved for funding, payments are as follows:

75%	of grant amount once the Martin Luther King, Jr. Commemorative Commission receives the grantee's <u>original</u> , signed financial grant documents.
25%	of grant amount upon receipt and acceptance by the Martin Luther King, Jr. Commemorative Commission of the grantee's Final Report and original receipts.

1. The total amount of the receipts submitted with the final report must match the total amount of the grant award.
2. If the total amount of the receipts submitted is less than the allocated amount, the grantee will be awarded the actual amount spent not the allocated and/or approved amount.

All grant recipients are expected to submit a **final report and original receipts for the amount of the entire allocation**. Grant payments will be released in accordance with the amount requested by the grantee as long as original receipts are submitted with the final report and verify that amount. The final report must agree with the project guidelines that were submitted as well as all documents must be properly completed, signed by the grantee, and received by The Martin Luther King, Jr. Commemorative Commission by date noted on final report letter.

NEW JERSEY DEPARTMENT OF STATE
MARTIN LUTHER KING, JR. COMMEMORATIVE COMMISSION
P.O. BOX 456
TRENTON, NEW JERSEY 08625-0456

GANG VIOLENCE PREVENTION MINI-GRANT COVER PAGE

(Must be legible)

1. Application Date: ____/____/____
 2. Affiliation/School Name: _____ County: _____
Address: _____ City: _____ State: _____ Zip: _____
 3. Name(s) of Youth Applicant(s):
Name: _____ Class Position Held: _____ Grade: _____

 4. Name of Adult Advisor: _____ Telephone: _____
E-mail: _____ Fax: _____
 5. Name of Sponsoring Organization: _____
 6. Sponsoring Organization Address: _____
City: _____ State: _____ Zip: _____ County: _____
 7. Legislative District of Sponsoring Organization: _____
 8. Applicant's Federal Tax ID#: _____
 9. Title of Project: _____
 10. Program Start Date: ____/____/____
 11. Program End Date: ____/____/____
- *All projects must be completed no later than June 30, 2003. No extensions will be granted.**
12. Amount Requested (*minimum of \$50 to a maximum of \$3,000.00*): \$ _____

To the best of my ability, I certify that the information contained in this application is factual and accurate.

Signature of Primary Youth Applicant

Date

Signature of Adult Sponsor

Date

FOR OFFICIAL USE ONLY

Date Received: ____/____/____ Approval Date: ____/____/____ Date of 1st Far: ____/____/____ Grant #: _____
Final Report Due: ____/____/____ Final Report Received: ____/____/____ Date of 2nd Far: ____/____/____
Acct# _____

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***GANG VIOLENCE PREVENTION* MINI-GRANT NARRATIVE FORM**

(Must be legible)

I. PROJECT ABSTRACT

In the space provided below, please provide a short summary of the proposed project. If funded, the project abstract will be used as a stand-alone description of your project.

II. PROJECT DESCRIPTION

In the space provided below, please describe the purpose for the project.

1. Describe how the project will reduce gang violence in your school and/or community.
2. State how the project involves youth in the planning and implementation.
3. Describe how your promotional materials will highlight gang violence prevention in your school and/or community.
4. State how the project can be replicated in other schools or communities.

II. PROJECT DESCRIPTION CONTINUED

III. PROJECT IMPACT

- A. In the space provided below, describe the anticipated outcomes of your project and how it will directly or indirectly impact youth behavior. Be specific in discussing changes in attitude and/or behavior of youth participants as it relates to gang violence.

- B. In the space below, please provide the following demographic information:

- *Number of Youth Participants:* _____ *Age Range:* _____ *Grade(s):* _____
- *Number of Teachers/Educators:* _____
- *Number of Law Enforcement:* _____
- *Number of Community Members:* _____

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GANG VIOLENCE PREVENTION MINI-GRANT BUDGET FORM

(Must be legible)

ITEM <i>Please list each item that will be purchased with Mini-Grant funds (i.e. food, t-shirts, flyers, speaker, etc).</i>	DESCRIPTION <i>Briefly describe how each item will be used to implement your Mini-Grant project. Please include the <u>quantity</u> of each item that will be purchased and price per item.</i>	COST <i>Total cost per item.</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
TOTAL \$		

Duplicate this form as needed.



New Jersey Department of State
Martin Luther King, Jr. Commemorative Commission
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